TABLE OF CONTENTS

Dear Colleague Letter . . . . . A1 - A2

Notice of Closing Date for Transmittal of Applications . . . . . B1 - B4

Application Mailing Instructions C

Statute - Part B of Title VI of Higher Education Act (HEA) of 1965, as amended . . . . . D1 - D2

Rules and Regulations . . . . . E1 - E4

Application Instructions and Forms . . . . . F1 - F14

Debarment-Suspension Forms (ED Forms GCS-008 and GCS-009) . . . . . G1 - G2

Important Notice to Prospective Participants in USDE . . . . . H

Grant Application Receipt Acknowledge Postcard . . . . . Back Cover

UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON D.C. 20202

Dear Colleague:

This application package is intended for institutions of higher education applying to the Business and International Education Program as authorized under Part B, Title VI of the Higher Education Act of 1965, as amended by the Higher Education Amendments of 1986.

The Secretary is authorized to make matching grants under this program to qualified institutions of higher education. The purpose of this program is to:

(1) Increase and promote the Nation's capacity for international understanding and economic enterprise through the provision of suitable international education and training for business personnel in various stages of professional development, and

(2) Promote institutional and noninstitutional education and training activities that will contribute to the ability of United States business to prosper in an international economy.

Applicants are reminded that institutions may apply for up to two years of support, subject to the availability of funds and satisfactory performance levels. Applications should, therefore, contain a plan of operation and itemized budget for each year for which funding is sought. Projects may start any time after August 1, 1989, and will initially be funded for 12 months.

The application package contains the Application Notice, the program regulations, and the funding selection criteria for the program as published in the FEDERAL REGISTER. Also included in the package are the statute authorizing the program and two sets of instructions for completing the application form.

Fiscal Year 1989 funds will support approximately 16 new awards at an average cost of about $65,000. The estimated range of awards will be from $40,000 to $135,000 per year. Approximately $1,225,000 is expected to be available for these projects.

Each program assisted with Federal funds shall both enhance the international academic program of the institution and provide appropriate services to the business community which will expand its capacity to engage in commerce abroad.

Applicants may contact Susanna C. Easton, Senior Program Specialist, International Studies Branch, 202-732-3302, for further assistance in preparing the application.

Sincerely,

John C. Pucciano
Acting Deputy Assistant Secretary
for Higher Education Programs
Office of Postsecondary Education

4000-01

DEPARTMENT OF EDUCATION

CFDA Nos. 84.016, 84.017, and 84.153

AGENCY: Department of Education

ACTION: Combined Notice Inviting Applications Under the International Education Programs: Undergraduate International Studies and Foreign Language, International Research and Studies, and Business and International Education for Fiscal Year 1989 New Awards.

PURPOSE: Applications are invited for new awards for Fiscal Year 1989 under Title VI of the Higher Education Act of 1965, as amended, for the following programs: The Undergraduate International Studies and Foreign Language Program (84.016); the International Research and Studies Program (84.017); and the Business and International Education Program (84.153).

The Undergraduate International Studies and Foreign Language Program provides grants to institutions of higher education, combinations of those institutions, and public and private nonprofit agencies and organizations, including professional and scholarly associations, to strengthen and improve undergraduate instruction in international studies and foreign languages in the United States.

The International Research and Studies Program provides grants to public and private agencies, organizations, institutions, and individuals to conduct research and studies to improve and strengthen instruction in modern foreign languages, area studies, and related fields.

The Business and International Education Program provides grants to institutions of higher education to enhance international business

education programs and to expand the capacity of the business community to engage in international economic activities.

DEADLINES FOR TRANSMITTAL OF APPLICATIONS:

For the Undergraduate International Studies and Foreign Language Program - November 4, 1988;

For the Business and International Education Program - November 9, 1988;

For the International Research and Studies Program - November 18, 1988.

APPLICATIONS AVAILABLE: September 15, 1988

ELIGIBLE APPLICANTS: For the Undergraduate International Studies and Foreign Language Program, eligible applicants are institutions of higher education, combinations of institutions of higher education, and public and private nonprofit agencies and organizations, including professional and scholarly associations.

For the International Research and Studies Program, eligible applicants are public and private agencies, organizations, institutions, and individuals.

For the Business and International Education Program, eligible applicants are institutions of higher education.

PRIORITIES: The Secretary selects the following priorities from §660.10 and §660.34 of the regulations governing the International Research and Studies Program for Fiscal Year 1989. The priorities will be implemented for that program only in accordance with the provisions of the Education Department General Administrative Regulations (EDGAR), 34 CFR 75.105(c)(2)(ii).

(1) Research and studies on more effective methods of instruction, including competency-based instruction, in the modern foreign languages of the Middle East, South Asia, Southeast Asia, Eastern Europe, Inner Asia, the Far East, Africa and Latin America.
(34 CFR 660.34(a)(2) and 34 CFR 660.34(a)(3)).

(2) Research and studies on foreign language proficiency testing with emphasis on the languages of the Middle East, South Asia, Southeast Asia, Eastern Europe, Inner Asia, the Far East, Africa and Latin America.
(34 CFR 660.34(a)(2) and 34 CFR 660.34(a)(3)).

(3) The development of specialized materials for providing instruction in the languages of the Middle East, South Asia, Southeast Asia, Eastern Europe, Inner Asia, the Far East, Africa and Latin America.
(34 CFR 660.10(c); 34 CFR 660.34(a)(1); and 34 CFR 660.34(a)(2)).

INTERNATIONAL EDUCATION PROGRAMS

Title and CFDA Number	Available Funds	Estimated Range of Awards	Estimated Size of Awards	Estimated Number of Awards	Project Period in Months
Undergraduate International and Foreign Language Program (CFDA No. 84.016)	$1,642,000	$20,000 to $70,000	$48,000	34	24 to 36
International Research and Studies Program (CFDA No. 84.017)	$864,248	$ 23,000 to $123,000	$66,000	13	12 to 36
Business and International Education Program (CFDA No. 84.153)	$1,225,000	$ 40,000 to $135,000	$65,000	16	24

5

APPLICABLE REGULATIONS: Regulations applicable to these programs include the following:

(a) Undergraduate International Studies and Foreign Language Program, 34 CFR Parts 655 and 658;

(b) International Research and Studies Program, 34 CFR Parts 655 and 660;

(c) Business and International Education Program, 34 CFR Part 661; and

(d) Education Department General Administrative Regulations, 34 CFR Parts 74, 75, 77, and 78.

FOR APPLICATIONS OR INFORMATION CONTACT:

Ralph Hines (Undergraduate International Studies and Foreign Language Program), Telephone (202) 732-3290;

Jose L. Martinez (International Research and Studies Program), Telephone (202) 732-3297;

Susanna C. Easton (Business and International Education Program), Telephone (202) 732-3302, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3053, ROB-3, Mail Stop 3308, Washington, D.C. 20202.

PROGRAM AUTHORITY:

Undergraduate International Studies and Foreign Language Program (20 U.S.C. 1124);

International Research and Studies Program (20 U.S.C. 1125); and

Business and International Education Program (20 U.S.C. 1130-1130b)

DATED: AUG 3 1988

Kenneth D. Whitehead

Kenneth D. Whitehead
Acting Assistant Secretary
for Postsecondary Education

6

APPLICATION TRANSMITTAL INSTRUCTIONS

An application for an award must be mailed or hand delivered by the application transmittal deadline (closing date).

Applications Delivered by Mail

An application sent by mail must be addressed to the U.S. Department of Education, Application Control Center, Attention: CFDA Number, 400 Maryland Avenue, SW., Washington, D.C. 20202-4725

An application must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service Postmark.
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

(1) A private metered postmark, or
(2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

Applications Delivered by Hand

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building 3, 7th and D Streets, SW., Washington, D.C.

The Application Control Center will accept hand delivered applications between 8:00 a.m. and 4:30 p.m. (Washington D.C. time) daily, except Saturdays, Sundays, and Federal holidays.

Applications Delivered by Courier Service

An application that is delivered by a Courier Service should be addressed to U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building 3, 7th and D Street, SW., Washington, D.C.

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time) daily, except Saturdays, Sundays and Federal holidays.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the application transmittal deadline.

(20 U.S.C. 1127) Enacted November 8, 1965, P.L. 89-329, sec. 607, 79 Stat. 1265; amended October 3, 1980, P.L. 96-374, sec. 601, 94 Stat. 1467.

PART B—BUSINESS AND INTERNATIONAL EDUCATION PROGRAMS

FINDINGS AND PURPOSES

SEC. 611. (a) The Congress finds that—

(1) the future economic welfare of the United States will depend substantially on increasing international skills in the business community and creating an awareness among the American public of the internationalization of our economy;

(2) concerted efforts are necessary to engage business schools, language and area study programs, public and private sector organizations, and United States business in a mutually productive relationship which benefits the Nation's future economic interests;

(3) few linkages presently exist between the manpower and information needs of United States business and the international education, language training and research capacities of institutions of higher education in the United States, and public and private organizations; and

(4) organizations such as world trade councils, world trade clubs, chambers of commerce and State departments of commerce are not adequately used to link universities and business for joint venture exploration and program development.

(b) It is the purpose of this part—

(1) to enhance the broad objective of this Act by increasing and promoting the Nation's capacity for international understanding and economic enterprise through the provision of suitable international education and training for business personnel in various stages of professional development; and

(2) to promote institutional and noninstitutional educational and training activities that will contribute to the ability of United States business to prosper in an international economy.

(20 U.S.C. 1130) Enacted October 3, 1980, P.L. 96-374, sec. 601, 94 Stat. 1467.

EDUCATION AND TRAINING PROGRAMS

SEC. 612. (a) The Secretary shall make grants to, and enter into contracts with, institutions of higher education to pay the Federal share of the cost of programs designed to promote linkages between such institutions and the American business community engaged in international economic activity. Each program assisted under this part shall both enhance the international academic programs of institutions of higher education and provide appropriate services to the business community which will expand its capacity to engage in commerce abroad.

(b) Eligible activities to be conducted by institutions of higher education under this section shall include, but are not limited to—

(1) innovation and improvement in international education curricula to serve the needs of the business community, including development of new programs for nontraditional, mid-career, or part-time students;

(2) development of programs to inform the public of increasing international economic interdependence and the role of American business within the international economic system;

(3) internationalization of curricula at the junior and community college level, and at undergraduate and graduate schools of business;

(4) development of area studies programs and interdisciplinary international programs;

(5) establishment of export education programs through cooperative arrangements with regional and world trade centers and councils, and with bilateral and multilateral trade associations;

(6) research for and development of specialized teaching materials, including language materials, and facilities appropriate to business-oriented students;

(7) establishment of student and faculty fellowships and internships for training and education in international business activities;

(8) development of opportunities for junior business and other professional school faculty to acquire or strengthen international skills and perspectives;

(9) development of research programs on issues of common interest to institutions of higher education and private sector organizations and associations engaged in or promoting international economic activity;

(10) the establishment of internships overseas to enable foreign language students to develop their foreign language skills and knowledge of foreign cultures and societies.

(c) No grant may be made and no contract may be entered into under the provisions of this part unless an institution of higher education submits an application at such time and in such manner as the Secretary may reasonably require. Each such application shall be accompanied by a copy of the agreement entered into by the institution of higher education with a business enterprise, trade organization or association engaged in international economic activity, or a combination or consortium of such enterprises, organizations or associations, for the purpose of establishing, developing, improving or expanding activities eligible for assistance under subsection (b) of this section. Each such application shall contain assurances that the institution of higher education will use the assistance provided under this part to supplement and not to supplant activities conducted by institutions of higher education described in subsection (b).

(d) The Federal share under this part for each fiscal year shall not exceed 50 per centum of the cost of such program.

(20 U.S.C. 1130a) Enacted October 3, 1980, P.L. 96-374, sec. 601, 94 Stat. 1468.

AUTHORIZATION OF APPROPRIATIONS

SEC. 613. There are authorized to be appropriated to carry out this part $5,000,000 for fiscal year 1987, and such sums as may be necessary for the 4 succeeding fiscal years.

9

DEPARTMENT OF EDUCATION

34 CFR Part 661

Business and International Education Program

AGENCY: Department of Education.

ACTION: Final regulations.

SUMMARY: The Secretary amends the Business and International Education Program final regulations in accordance with the provisions contained in the Higher Education Amendments of 1986, Pub. L. 99-498. These regulations will broaden the types of projects and activities the Secretary may fund under the program.

EFFECTIVE DATE: These regulations take effect either 45 days after publication in the Federal Register or later if the Congress takes certain adjournments. If you want to know the effective date of these regulations, call or write the Department of Education contact person.

FOR FURTHER INFORMATION CONTACT: Joseph Belmonte, Acting Deputy Director, Center for International Education, U.S. Department of Education, 400 Maryland Avenue, SW., (Room 3054, ROB-3), Washington, DC 20202. Telephone: (202) 732-3304.

SUPPLEMENTARY INFORMATION:

A. Background

The Business and International Education Program is authorized under Title VI, part B of the Higher Education Act of 1965, as amended (HEA). The program is designed to promote linkages between institutions of higher education and American businesses engaged in international economic activity.

B. Explanation of Changes

Before being amended by the Higher Education Amendments of 1986, Pub. L. 99-498, section 612(b) of the HEA listed nine specific fundable activities. The Higher Education Amendments of 1986 added a tenth activity to the list, internships overseas for foreign language students, and that activity has been added to the list of activities in § 661.10(j).

C. Waiver of Proposed Rulemaking

In accordance with section 431(b)(2)(A) of the General Education Provisions Act (20 U.S.C. 1232(b)(2)(A)) and the Administrative Procedure Act (5 U.S.C. 553), it is the practice of the Secretary to publish regulations in proposed form and to offer interested parties the opportunity to comment on the proposed regulations. However, because these new regulations reflect only statutory changes, the Secretary has determined that publication of this document as a proposed rule for public comment is unnecessary and contrary to the public interest under 5 U.S.C. 553(b)(B).

Executive Order 12291

The regulations have been reviewed in accordance with Executive Order 12291. They are not classified as major because they do not meet the criteria for major regulations established in the Order.

Paperwork Reduction Act of 1980

The final regulations do not contain any information collection requirements and are therefore not subject to the provisions of the Paperwork Reduction Act of 1980 (Pub. L. 96-511) which govern those requirements.

Regulatory Flexibility Act Certification

The Secretary certifies that these final regulations would not have a significant economic impact on a substantial number of small entities. These regulations are technical in nature, and amend existing regulations which have been determined previously not to have any significant impact on a substantial number of small entities.

Assessment of Educational Impact

The Secretary has determined that the regulations in this document would not require transmission of information that is gathered by, or is available from, any other agency or authority of the United States.

List of Subjects in 34 CFR Part 661

Colleges and universities, Education, Educational study programs, Grant programs, International Education.

(Catalog of Federal Domestic Assistance Number 84.153: Business and International Education Program)

Dated: July 1, 1987.

William J. Bennett,

Secretary of Education.

The Secretary amends Part 661 of Title 34 of the Code of Federal Regulations as follows:

PART 661—BUSINESS AND INTERNATIONAL EDUCATION PROGRAM

1. The authority citation for Part 661 is revised to read as follows:

Authority: 20 U.S.C. 1130-1130b, unless otherwise noted.

2. In § 661.10, the word "and" after paragraph (h) and the period after paragraph (i) are removed, "; and" is added after paragraph (i), and a new paragraph (j) is added to read as follows:

§ 661.10 What activities does the Secretary assist under this program?

* * * * *

(j) The establishment of internships overseas to enable foreign language students to develop their foreign language skills and their knowledge of foreign cultures and societies.

(Authority: 20 U.S.C. 1130-1130b)

[FR Doc. 87-17211 Filed 7-28-87, 8:45 am]

BILLING CODE 7005-01-M

DEPARTMENT OF EDUCATION

34 CFR Part 661

Business and International Education Program

AGENCY: Department of Education.

ACTION: Final regulations.

SUMMARY: The Secretary of Education issues final regulations for the Business and International Education Program. These regulations implement provisions of Higher Education Amendments of 1980. The regulations provide the procedures and the criteria the Secretary uses to make awards under this program.

EFFECTIVE DATE: These regulations will take effect either 45 days after publication in the **Federal Register** or later if the Congress takes certain adjournments. This effective date may not apply to § 661.20, which contains information collection requirements under review by OMB. If you want to know the effective date of these regulations, call or write the Department of Education contact person.

FOR FURTHER INFORMATION CONTACT: Ms. Susanna Easton, International Studies Branch, 400 Maryland Avenue, SW., (Room 3916, ROB-3), Washington, D.C. 20202. Telephone: (202) 245-2784.

SUPPLEMENTARY INFORMATION: On February 8, 1984, the Secretary published in the **Federal Register**, at 49 FR 4920-4923, a notice of proposed rulemaking for the Business and International Education Program. These regulations govern the program of assistance authorized under Title VI-B of the Higher Education Act of 1965, as amended (HEA)—20 U.S.C 1130-1130b. The purpose of the program is:

(1) To promote the Nation's capacity for international understanding and economic enterprise through the provision of suitable international education and training for business personnel in various stages of professional development; and

(2) To promote institutional and non-institutional educational and training activities that will contribute to the ability of United States businesses to prosper in an international economy.

Interested persons were given 45 days in which to comment on the regulations. Three comments were received. Except for some nonsubstantive technical changes, the final regulations are the same as the proposed rules. The following is a summary of the comments and the Secretary's response to the comments:

Comment: Three commenters suggested that paragraph (c) under § 661.10 is restrictive and limits support for curriculum development at certain institutions.

Response: No change is made in the regulations. Section 661.10(c) is a restatement of section 612(b)(3) of the Act authorizing the program, i.e., the HEA. Moreover, the activities listed in § 661.10 are an illustrative rather than an exhaustive list of allowable activities. Therefore, other institutions are not precluded from being funded to carry out the activities described in § 661.10(c).

Executive Order 12291

These regulations have been reviewed in accordance with Executive Order 12291. They are classified as non-major because they do not meet the criteria for major regulations established in the Order.

Regulatory Flexibility Act

The Secretary certifies that these regulations will not have a significant economic impact on a substantial number of small entities. These regulations include minimally burdensome rules for applying for assistance under this program.

Assessment of Educational Impact

In the Notice of Proposed Rulemaking the Secretary requested comments on whether the proposed regulations would require submission of information that is already being gathered by or is available for any other agency or authority of the United States.

Based on the absence of any comments on this matter and the Department's own review, the Secretary has determined that the regulations in this document do not require information that is already being gathered by or is available from any other agency or authority of the United States.

Paperwork Reduction Act of 1980

In accordance with the Paperwork Reduction Act of 1980 (Pub. L. 96-511), the information collection requirements that are included in these regulations will be submitted for approval to the Office of Management and Budget (OMB). The requirements in § 661.20 do not take effect until OMB approval has been obtained and the public has been notified through a notice published in the **Federal Register**.

List of Subjects in 34 CFR Part 661

Business and industry, Commerce abroad, Colleges and universities, Linkages, Export education, Foreign trade, Internationalization of curricula, Agreement, Matching funds.

Citation of legal authority: A citation of statutory or other legal authority is placed in parentheses on the line following each substantive provision of these regulations.

Dated: June 4, 1984.

(Catalog of Federal Domestic Assistance Number—Business and International Education Program, 84.153)

T. H. Bell,

Secretary of Education.

The Secretary of Education amends Title 34 of the Code of Federal Regulations to add a new Part 661 to read as follows:

PART 661—BUSINESS AND INTERNATIONAL EDUCATION PROGRAM

Subpart A—General

Sec.

661.1 What is the Business and International Education Program?
661.2 Who is eligible to apply for a grant under the Business and International Education Program?
661.3 What regulations apply to the Business and International Education Program?
661.4 What definitions apply to the Business and International Education Program?

Subpart B—What Kinds of Activities Does the Secretary Assist Under This Program?

661.10 What activities does the Secretary assist under this program?

Subpart C—How Does One Apply for a Grant?

661.20 What must an application include?

Subpart D—How Does the Secretary Make a Grant?

661.30 How does the Secretary evaluate an application?
661.31 What selection criteria does the Secretary use?
661.32 What priorities may the Secretary establish?

Subpart E—What Conditions Must be Met by a Grantee?

661.40 What are the matching requirements?

Authority: Sections 611-613 of the Higher Education Act of 1965, as amended, 20 U.S.C. 1130-1130b, unless otherwise noted.

Subpart A—General

§ 661.1 What is the Business and International Education Program?

The Business and International Education Program is designed to promote linkages between institutions of higher education and American businesses engaged in international economic activities. The purpose of each project assisted under this Part is both

to enhance the international academic programs of institutions of higher education, and to provide appropriate services to the business community that will enable it to expand its capacity to sell its goods and services outside the United States.

(20 U.S.C. 1130)

§ 661.2 Who is eligible to apply for a grant under the Business and International Education Program?

Under this program the Secretary considers applications from institutions of higher education that have entered into agreements with business enterprises, trade organizations or associations engaged in international economic activity—or a combination or consortium of these enterprises, organizations or associations—for the purposes of pursuing the activities authorized under this program.

(20 U.S.C. 1130a)

§ 661.3 What regulations apply to the Business and International Education Program?

The following regulations apply to this program:

(a) The regulations in 34 CFR Part 655.

(b) The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 78 and 79.

(c) The regulations in this Part 661.

(20 U.S.C. 1130–1130a)

§ 661.4 What definitions apply to the Business and International Education Program?

(a) *Definitions in EDGAR.* The following terms used in this part are defined in 34 CFR Part 77:

Applicant
Application
Award
Budget
Contract
EDGAR
Equipment
Facilities
Fiscal Year
Grant
Grantee
Nonprofit
Profit
Private
Public
Secretary
Supplies

(b) *Definitions in 34 CFR Part 655.* The following terms used in this part are defined in 34 CFR Part 655.4(b):

Combinations of institutions
Institution of higher education

(20 U.S.C. 1130–1130a)

Subpart B—What Kinds of Activities Does the Secretary Assist Under This Program?

§ 661.10 What activities does the Secretary assist under this program?

The activities that the Secretary may assist institutions of higher education to conduct under this program, include but are not limited to—

(a) Innovation and improvement of international education curricula to serve the needs of the business community, including the development of new programs for nontraditional, mid-career, or part-time students;

(b) Development of programs to inform the public of increasing international economic interdependence and the role of American business within the international economic system;

(c) Internationalization of curricula at junior and community colleges, and at undergraduate and graduate schools of business;

(d) Development of area studies programs and interdisciplinary international programs;

(e) Establishment of export education programs through cooperative arrangements with regional and world trade centers and councils, and with bilateral and multilateral trade associations;

(f) Research for and development of teaching materials relating to international education, including language materials, and facilities appropriate to business-oriented students;

(g) Establishment of student and faculty fellowships and internships for training and education in international business activities;

(h) Development of opportunities for business and other professional school junior faculty to acquire or strengthen international skills and perspectives; and

(i) Development of research programs on issues of common interest to institutions of higher education and private sector organizations and associations engaged in or promoting international economic activity.

(20 U.S.C. 1130a)

Subpart C—How Does One Apply for a Grant

§ 661.20 What must an application include?

An institution that applies for a grant under this program shall include the following in its application:

(a)(1) A copy of the agreement between the applicant and the other party or parties described in § 661.2 for the purpose of carrying out the activities for which the applicant seeks assistance.

(2) The agreement must be signed by all parties and it must describe the manner in which the business enterprise, trade association, or organization will assist in carrying out the activities proposed in the application.

(b) An assurance that the applicant will use the funds to supplement and not to supplant activities conducted by the applicant.

(20 U.S.C. 1130a)

Subpart D—How Does the Secretary Make a Grant?

§ 661.30 How does the Secretary evaluate an application?

(a) The Secretary evaluates an application for a grant under this program on the basis of the criteria in § 661.31.

(b) The Secretary awards up to 100 possible points for these criteria. The maximum possible points for each criterion are shown in parentheses.

(20 U.S.C. 1130a)

§ 661.31 What selection criteria does the Secretary use?

The Secretary uses the following criteria to evaluate applications for a grant under this program.

(a) *Plan of operation.* (Maximum 30 points) (See 34 CFR 655.31(a).)

(b) *Qualifications of the key personnel.* (Maximum 10 points) (See 34 CFR 655.31(b).)

(c) *Budget and cost effectiveness.* (Maximum 15 points) (See 34 CFR 655.31(c).)

(d) *Evaluation plan.* (Maximum 15 points) (See 34 CFR 655.31(d).)

(e) *Adequacy of resources.* (Maximum 10 points) (See 34 CFR 655.31(e).)

(f) *Need for the project.* (Maximum 20 points)

The Secretary reviews each application for information that shows the need for the project, and the extent to which the proposed project will promote linkages between institutions of higher education and the business community involved in international economic activities.

(20 U.S.C. 1130a)

§ 661.32 What priorities may the Secretary establish?

(a) The Secretary may each year establish priorities for funding from the activities described in § 661.10.

(b) The Secretary announces any priorities in the application notice published in the Federal Register.

(20 U.S.C. 1130a)

Subpart E—What Conditions Must be Met by a Grantee?

§ 601.40 What are the matching requirements?

A grantee shall pay a minimum of 50 percent of the cost of the project for each fiscal year.

(20 U.S.C. 1130a)

[FR Doc. 84-15884 Filed 6-11-84; 8:45 am]
BILLING CODE 4000-01-M

13

DEPARTMENT OF EDUCATION

BUSINESS AND INTERNATIONAL EDUCATION PROGRAM

INSTRUCTIONS FOR FEDERAL ASSISTANCE
(Nonconstruction Programs)

(No funds will be awarded unless this application is completed and filed according to the existing law and regulations (20 USC 1124))

GENERAL INSTRUCTIONS

This form shall be used to apply to the Department of Education (ED) for Federal assistance for the Business and International Education Program 84.153.

Submit the original and two signed copies of the forms to:

U.S. Department of Education
Application Control Center
ATTN: (84.153)
Washington, D. C. 20202

PART I: STANDARD FORM 424

Part I of this application consists of the standard face page for Federal applications and concomitant instructions.

The following supplemental instructions for Parts I, II, III amplify or replace the standard instructions found on pages 3 and 4 of Standard Form 424, Section F of this packet.

Item 5. If the applicant organization has been assigned an ED entity number consisting of the IRS employer identification number prefixed by "1" and suffixed by a two-digit number, enter the full ED entity number in block 5.

If the payee will be other than the applicant, enter in the remarks section "Payee:", the payee's name, department or division, complete address, and employer identification number or ED entity number. If an individual's name and/or title is desired on the payment instrument, the name and/or title of the designated individual must be specified.

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14

Item 10. Enter the number of persons directly benefitting from this project. For example, the number of persons to be enrolled in courses affected by the project.

Item 11. Preprinted.

Item 14. Preprinted.

Item 19. Preprinted.

PART II: PROJECT APPROVAL INFORMATION

Negative answers will not require an explanation unless the Federal agency requests more information at a later date. Provide supplementary data for all "Yes" answers in the space provided in accordance with the following instructions:

Item 1. Provide the name of the government body establishing the priority system and priority rating assigned to this project.

Item 2. Provide the name of the agency or board which issued the clearance and attach documentation of status or approval.

Item. 3. Non-applicable.

Item 4. Furnish the name of the approving agency and the approval date.

Item 5. Show whether the approved comprehensive plan is State, local or regional, or if none of these, explain the scope of the plan. Give the location where the approved plan is available for examination and state whether this project is in conformance with the plan.

Item 6. Show the percentage of the project work that will be conducted on Federally owned or leased land. Give the name of the Federal installation and its location.

Item 8. Describe briefly the possible beneficial and harmful impact on the environment of the proposed project. If an adverse environment impact is anticipated, explain what action will be taken to minimize the impact. Federal agencies will provide separate instructions is additional data is needed.

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Item 9. State the number of individuals, families, businesses, or farms this project will displace. Federal agencies will provide separate instructions if additional data is needed.

Item 10. Show the Federal Domestic Assistance Catalog number, the program name, the type of assistance, the status and amount of each project where there is related previous, pending, or anticipated assistance. Use additional sheets, if needed.

PART III: BUDGET INFORMATION

General Instructions. This form is designed so that application can be made for funds from one or more grant programs. Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary

Line 1, Columns (a) and (b). Preprinted

Line 1, Columns (c) through (g). For new applications, leave Columns (c) and (d) blank. Enter in Columns (c)(1) and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

Section B. Budget Categories

For each program or activity fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-h. Show the estimated amount for each direct cost budget (object class) category with program function or activity heading as follows:

Line 6a. "Personnel" must show salaries and wages only. Fees and expenses for consultants must be included on line 6h.

Line 6b. Fringe benefits.

Line 6c. Indicate travel of employees only. Travel costs of consultants, participants, etc., and local transportation (i.e. where no foreign or out-of-town travel is involved), should be included on Line 6h.

Line 6d. Self-explanatory.

Line 6e. Self-explanatory.

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Line 6f. Use for (1) procurement contracts (except for those which belong on other lines such as equipment and supplies) and (2) subgrants or other assistance-like payments to secondary recipient organizations such as affiliates, cooperating institutions, etc. Line 6f must not include payments to individuals such as dependency allowances, consulting fees, etc.

Line 6g. Construction, alterations, and renovations are not allowable costs.

Line 6h. All direct costs not already covered by Lines 6a through 6g must be included here. Examples are fees and/or travel for consultants, lecturers, interpreters, etc; travel for participants.

Line 6i. Show the totals of lines 6a to 6h in each column.

Line 6j. Show the amount of indirect cost, which may be no more than 8% of line 6i.

Line 6k. Enter the total of amounts on Lines 6i and 6j which should equal the total amount shown in Section A, Column (g), Line 5.

Line 7. Not applicable.

Section C. Source of Non-Federal Resources

Line 8. Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a). Preprinted.

Column (b). Enter the amount of cash and in-kind contributions to be made by the applicant as shown in Section A.

Column (c). Enter the State contribution if the applicant is NOT a State agency. Applicants which are a State agency should leave this column blank.

Column (d). Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e). Enter totals of Columns (b), (c), and (d).

Section D. Forecasted Cash Needs

Line 13. Enter the amount of cash needed by quarter from the grantor agency during the first year.

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Line 14. Not applicable.

Line 15. Not applicable.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

For projects in excess of 12 months, enter in column (b) the amount of funds required for the subsequent project phase.

Section F. Other Budget Information

Line 21. Use separate pages. Enter dates for 12 month period for which funds are requested (i.e 9/1/19-- to 8/30/19--). Give a detailed breakout of all costs (Federal and non-Federal) which appear under section B, as follows:

Personnel salaries from Line 6a. Applicants should include a statement which shows the total commitment of time and the total salary to be charged to the project for each key member of the project staff cited in Part IV A.4.

Travel from line 6c. Foreign travel for employees of the applicant must be separately identified and justified. No foreign travel will be authorized under the grant unless prior approval is obtained.

Equipment from Line 6d. List items of equipment in the following format: Item, Number of units, Cost per unit, Total cost.

Supplies from Line 6e. Show costs of library acquisitions separately from other supplies.

Other from Line 6h. Give the number of consultants or visiting lecturers who will work on the project and their costs in the following format as applicable:

Cost for travel by number of consultants;
Cost for fees by number of consultants;

Line 22. Enter 8% for indirect rate. Other previously approved rates are not applicable.

Line 23. Provide any other explanations required herein or any other comments deemed necessary.

If funds are requested beyond the initial 12 month budget period, provide another itemized budget for the next phase of your proposed project.

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PART IV - PROGRAM NARRATIVE

A. New Applications

Provide a one page abstract of the proposed project. Include information on the principal parties to your "Agreement(s), (see item B.2, below), and on the activities which will be carried out under the terms of the "Agreement(s)".

Prepare the narrative statement in accordance with instructions in this Part. These instructions follow the order of the evaluative criteria which will be used by the review panelists to evaluate your application. To help them better understand the relationship between the mission of the applicant institution and the purposes of the statute, begin the narrative with a statement which describes how the project will relate to that mission. All information which is required by the regulations governing the program (found in Section D of this application package) should be included.

1. Extent of Need for the Project. (Maximum 20 points)

   a. Describe how the needs outlined in Section 611 of the statute are addressed by the project.

   b. Describe how those needs were identified.

   c. Describe how your plans for institutional development and for linkages with the business community meet those needs.

   d. Describe the benefits to be gained by meeting those needs.

2. Plan of Operation. (Maximum 30 points)

   a. Describe how the objectives of the project will be accomplished, and how these activities, and the activities provided for under the "Agreement" relate to the purposes of Title VI, Part B,

   b. Describe the design of the project to the extent that the reader of your application can know or visualize what happens on a week to week basis in the project. All activities, including those provided for in the "Agreement", should be included.

   c. Describe how your plans for management of the project will ensure its proper and efficient administration. Include in the description the provisions for managing the activities which are provided for in the "Agreement."

   d. Describe the ways the resources and personnel will be used to support the objectives of the project, including those which may be provided for in the "Agreement."

   e. Describe how the project will provide equal access and treatment for eligible project participants who are members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

3. Quality of Key Personnel. (Maximum 10 points)

   a. Describe the project director's education, experience and other qualifications. Show the percent of full-time effort which will be spent on the project.

   b. Describe the other key personnel's education, experience and other qualifications. Show the percent of full-time effort which will be spent on the project.

      NOTE: Briefly describe the staff under a. and b., above. As Appendix A to the Application, provide standard academic resumes of the staff, not to exceed 3 pages per person.

   c. Show, as part of the institution's non-discriminatory employment practices, how applications for employment from underrepresented groups (e.g. members of racial and ethnic groups, women, handicapped persons, the elderly) will be encouraged.

4. Budget and Cost Effectiveness. (Maximum 15 points)

   a. Outline the budget and show how it specifically supports the project activities.

   b. Discuss the project's cost effectiveness and show the relationship between the cost of the project and the project's objectives.

5. Plan of Evaluation. (Maximum 15 points)

   a. Provide a plan for evaluating the effectiveness of the project.

   b. Indicate the criteria to be used to evaluate the results of the project.

   c. Describe the kinds of data to be collected and analyzed. Will this provide an evaluation that is objective, and quantifiable?

   d. Explain the methodology that will be used to determine if the needs for which the project is designed are being met.

6. Adequacy of Resources. (Maximum 10 points)

   Show that the facilities, equipment, supplies and other resources, including those identified by parties to the "Agreement," are adequate to carry out the activities of the project. Describe the sources and kinds of matching resources which will provide the 50 per centum of the non-Federal share of the costs for the project.

B. Requirements of the Statute

1. The Assurance

A statement should be included at the end of the application narrative assuring that the institution of higher education will use the assistance provided under this part to supplement and not to supplant activities conducted by the grantee institution.

2. The Agreement

The authorizing statute requires that each application is to be accompanied by a copy of an "Agreement" entered into by the institution of higher education with a business enterprise, trade organization or association engaged in international economic activity, or a combination or consortium of such enterprises, organizations, or associations, for the purposes of establishing, developing, improving, or expanding activities eligible for assistance under Section 612 (b) of the statute.

Include copy(ies) of the "Agreement"(s), signed by all parties to the "Agreement(s), with this section of the application. The content of the "Agreement" should provide sufficient detail to show how the assistance (e.g. technical or monetary assistance) furthers the establishment, improvement or expansion of the eligible activities, and should describe the responsibilities incumbent upon each party to the "Agreement".

C. Continuation Requests

For requests for continuation, discuss accomplishments to date, and provide information on activities to be carried on until the end of the current grant period. If there have been significant changes in the project objectives, approach, or time delays, explain and justify.

Provide a plan of operation for the new grant period for which funds are requested.

OMB Approval No. 0348-0008

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)	2. APPLICANT'S APPLICATION IDENTIFIER	3. STATE APPLICATION IDENTIFIER
☐ NOTICE OF INTENT (OPTIONAL) ☐ PREAPPLICATION ☒ APPLICATION	a. NUMBER b. DATE Year month day 19	NOTE: TO BE ASSIGNED BY STATE a. NUMBER b. DATE ASSIGNED Year month day 19
	Leave Blank	

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name
b. Organization Unit
c. Street/P.O. Box
d. City
e. County
f. State
g. ZIP Code
h. Contact Person (Name & Telephone No.)

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER 84.153
MULTIPLE ☐
b. TITLE Business and International Education Program

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)

8. TYPE OF APPLICANT/RECIPIENT
A—State; B—Interstate; C—Substate Organization; D—County; E—City; F—School District; G—Special Purpose District; H—Community Action Agency; I—Higher Educational Institution; J—Indian Tribe; K—Other (Specify):
Enter appropriate letter ☐

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)

10. ESTIMATED NUMBER OF PERSONS BENEFITING

11. TYPE OF ASSISTANCE
A—Basic Grant; B—Supplemental Grant; C—Loan; D—Insurance; E—Other
Enter appropriate letter(s) A

12. PROPOSED FUNDING		13. CONGRESSIONAL DISTRICTS OF:	
a. FEDERAL	$ .00	a. APPLICANT	b. PROJECT
b. APPLICANT	.00		
c. STATE	.00	15. PROJECT START DATE Year month day 19	16. PROJECT DURATION Months
d. LOCAL	.00		
e. OTHER	.00	18. DATE DUE TO FEDERAL AGENCY ▶ Year month day 19 88 11 09	
f. Total	$ .00		

14. TYPE OF APPLICATION
A—New; B—Revision; C—Renewal; D—Continuation; E—Augmentation
Enter appropriate letter D

17. TYPE OF CHANGE (For 14c or 14e)
A—Increase Dollars; B—Decrease Dollars; C—Increase Duration; D—Decrease Duration; E—Cancellation; F—Other (Specify):
Enter appropriate letter(s)

19. FEDERAL AGENCY TO RECEIVE REQUEST: U.S. Department of Education

a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Application Control Center

b. ADMINISTRATIVE CONTACT (IF KNOWN)

c. ADDRESS: Washington, D.C. 20202

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER

21. REMARKS ADDED ☐ Yes ☐ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES, THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____

b. NO, PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE
b. SIGNATURE

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED Year month day 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING	
a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29. ACTION DATE ▶ Year month day 19

30. STARTING DATE Year month date 19

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)

32. ENDING DATE Year month date 19

33. REMARKS ADDED ☐ Yes ☐ No

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22

DETACH AND, AS NECESSARY, STAPLE TO ABOVE SHEET.

SECTION IV—REMARKS *(Please reference the proper item number from Sections I, II or III, if applicable)*

NOTE: If person responsible for grant negotiations is different from person named in Item 4h. please identify by name and phone number in this space.

name: _____

phone: _____
(area code) (number) (extension)

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GENERAL INSTRUCTIONS FOR THE SF–424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted in accordance with OMB Circular A–102. It will be used by Federal agencies to obtain applicant certification that states which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process have been given an opportunity to review the applicant's submission.

APPLICANT PROCEDURES FOR SECTION I

Applicant will complete all items in Section I with the exception of Box 3, "State Application Identifier." If an item is not applicable, write "NA." If additional space is needed, insert an asterisk "*" and use Section IV. An explanation follows for each item:

Item

1. Mark appropriate box. Preapplication and application are described in OMB Circular A–102 and Federal agency program instructions. Use of this form as a Notice of Intent is at State option. Federal agencies do not require Notices of Intent.

2a. Applicant's own control number, if desired.

2b. Date Section I is prepared (at applicant's option).

3a. Number assigned by State.

3b. Date assigned by State.

4a–4h. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of applicant, and name and telephone number of the person who can provide further information about this request.

5. Employer Identification Number (EIN) of applicant as assigned by the Internal Revenue Service.

6a. Use Catalog of Federal Domestic Assistance (CFDA) number assigned to program under which assistance is requested. If more than one program (e.g., joint funding), check "multiple" and explain in Section IV. If unknown, cite Public Law or U.S. Code.

6b. Program title from CFDA. Abbreviate if necessary.

7. Use Section IV to provide a summary description of the project. If appropriate, i.e., if project affects particular sites as, for example, construction or real property projects, attach a map showing the project location.

8. "City" includes town, township or other municipality.

9. List only largest unit or units affected, such as State, county, or city.

10. Estimated number of persons directly benefiting from project.

11. Check the type(s) of assistance requested.

   A. Basic Grant—an original request for Federal funds.

   B. Supplemental Grant—a request to increase a basic grant in certain cases where the eligible applicant cannot supply the required matching share of the basic Federal program (e.g., grants awarded by the Appalachian Regional Commission to provide the applicant a matching share).

   E. Other. Explain in Section IV.

12. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included. If the action is a change in dollar amount of an existing grant

Item

(a revision or augmentation under item 14), indicate only the amount of the change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding, use totals and show program breakouts in Section IV. 12a—amount requested from Federal Government. 12b—amount applicant will contribute. 12c—amount from State, if applicant is not a State. 12d—amount from local government, if applicant is not a local government. 12e—amount from any other sources, explain in Section IV.

13b. The district(s) where most of action work will be accomplished. If city-wide or State-wide, covering several districts, write "city-wide" or "State-wide."

14. A. New. A submittal for project not previously funded.

   B. Renewal. An extension for an additional funding/budget period for a project having no projected completion date, but for which Federal support must be renewed each year.

   C. Revision. A modification to project nature or scope which may result in funding change (increase or decrease).

   D. Continuation. An extension for an additional funding/budget period for a project with a projected completion date.

   E. Augmentation. A requirement for additional funds for a project previously awarded funds in the same funding/budget period. Project nature and scope unchanged.

15. Approximate date project expected to begin (usually associated with estimated date of availability of funding).

16. Estimated number of months to complete project after Federal funds are available.

17. Complete only for revisions (item 14c), or augmentations (item 14e).

18. Date preapplication/application must be submitted to Federal agency in order to be eligible for funding consideration.

19. Name and address of the Federal agency to which this request is addressed. Indicate as clearly as possible the name of the office to which the application will be delivered.

20. Existing Federal grant identification number if this is not a new request and directly relates to a previous Federal action. Otherwise, write "NA."

21. Check appropriate box as to whether Section IV of form contains remarks and/or additional remarks are attached.

APPLICANT PROCEDURES FOR SECTION II

Applicants will always complete either item 22a or 22b *and* items 23a and 23b.

22a. Complete if application is subject to Executive Order 12372 (State review and comment).

22b. Check if application is not subject to E.O. 12372.

23a. Name and title of authorized representative of legal applicant.

FEDERAL AGENCY PROCEDURES FOR SECTION III

Applicant completes only Sections I and II. Section III is completed by Federal agencies.

26. Use to identify award actions.

27. Use Section IV to amplify where appropriate.

28. Amount to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation under item 14), indicate only the amount of change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding, use totals and show program breakouts in Section IV. 28a—amount awarded by Federal Government. 28b—amount applicant will contribute. 28c—amount from State, if applicant is not a State. 28d—amount from local government, if applicant is not a local government. 28e—amount from any other sources, explain in Section IV.

29. Date action was taken on this request.

30. Date funds will become available.

31. Name and telephone number of agency person who can provide more information regarding this assistance.

32. Date after which funds will no longer be available for obligation.

33. Check appropriate box as to whether Section IV of form contains Federal remarks and/or attachment of additional remarks.

2A

OMB APPROVAL NO. 29-R0218

PART III – BUDGET INFORMATION

SECTION A – BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
1. BUSINESS AND INTERNATIONAL EDUCATION PROGRAM	84.153	$	$	$	$	$
2.						
3.						
4.						
5. TOTALS		$	$	$	$	$

SECTION B – BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL
	(1) FEDERAL	(2) NON-FEDERAL	(3)	(4)	(5)
a. PERSONNEL	$	$	$	$	$
b. FRINGE BENEFITS					
c. TRAVEL					
d. EQUIPMENT					
e. SUPPLIES					
f. CONTRACTUAL					
g. CONSTRUCTION					
h. OTHER					
i. TOTAL DIRECT CHARGES					
j. INDIRECT CHARGES					
k. TOTALS	$	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

HEW-608T

F12

25

OMB APPROVAL NO. 29-R0218

SECTION C – NON-FEDERAL RESOURCES

(a) GRANT PROGRAM	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8. BUSINESS AND INTERNATIONAL EDUCATION PROGRAM	$	$	$	$
[redacted]				

SECTION D – FORECASTED CASH NEEDS

	TOTAL FOR 1ST YEAR	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
13. FEDERAL	$	$	$	$	$
[redacted]					

SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) GRANT PROGRAM	FUTURE FUNDING PERIODS (years)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16. Business & International Education Program	$			
[redacted]				

SECTION F – OTHER BUDGET INFORMATION (attach additional sheets if necessary)

21. DIRECT CHARGES:

22. INDIRECT CHARGES:

23. REMARKS:

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PART IV – PROGRAM NARRATIVE (attach per instructions)

HEW-608T

ASSURANCES

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, as they relate to the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

3. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

4. It will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.

5. It will comply with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 *et seq.*, which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

6. It will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 *et seq.*, which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

7. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

8. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

9. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

10. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

11. It will give the sponsoring agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.

12. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

13. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

14. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, P.L. 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on or after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

15. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 *et seq.*) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

GPO 910-091

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the U.S. Department of Education, Grants and Contracts Service, 400 Maryland Avenue, S.W. (Room 3633 GSA Regional Office Building No. 3), Washington, D.C. 20202, telephone (202) 732-2505.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph(1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name And Title Of Authorized Representative

Signature Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name And Title Of Authorized Representative

Signature Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

IMPORTANT NOTICE
TO PROSPECTIVE PARTICIPANTS
IN USDE CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (USDE) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, USDE must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that –

Failure to meet a deadline will mean that an application will be rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending $300.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No USDE employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202

CONTRACTS

Competitive procurement actions undertaken by the USDE are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals.

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the Request for Proposals (RFP). Questions regarding the submission of offers should be addressed to the Contracting Officer identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No USDE employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for $173.00 per year via non-priority mail or $243.00 per year via priority mail. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 ($90.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all USDE mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

* U.S. GOVERNMENT PRINTING OFFICE: 1988-0-219-433

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